



PARKS AND RECREATION COMMISSION • AGENDA

Wednesday, January 19, 2011 • 6:30 P.M. • San Bruno City Hall • 567 El Camino Real, Room #115

WELCOME TO OUR COMMISSION MEETING. . .

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization.

In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of five (5) minutes for individual comments.

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

ROLL CALL: Commissioners: Chair Greenberg, Vice-Chair Marshall, Davis, Lara, Nigel, Palmer, Pierce, Zamattia. Youth Representative: Bower.

APPROVAL OF MINUTES: December 1, 2010 Meeting

A. UNFINISHED BUSINESS:

1. Committee Projects – Commissioner Reports – **Status Report Attached**
 - a) Donor Recognition Sculpture – Greenberg
 - b) Athletic Field – Pierce – Lions' Field Project update
 - c) Catalpa Park – Nigel
 - d) Dog Park – Marshall – Update
 - e) Crestmoor Field – Pierce
2. Review of the Commissioners Handbook

B. COMMUNICATIONS:

C. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

D. NEW BUSINESS:

E. REPORTS:

1. Staff
 - a. Update on Parks and Recreation Staff Changes – Verbal Report
2. Commissioners

F. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****

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San Bruno Parks & Recreation Commission
Project Status Report - - December 2010

Catalpa Lot	Commissioners: NIGEL, Davis, Zamattia, Pierce - - Staff: Freitas, Schwartz	
	Goal: Determine best use of site based upon site limitations, size & community needs	
	Goal #2: Are additional improvements needed for playground area	
	Status: Received Council feedback (Sept 22) - need to develop design options	
* Commission to Brainstorm goal, tasks, dates		May 20th
* Staff to determine limitations on site	Staff	Prior to June 8th
* Public meeting to brainstorm alternate uses	All	June 17th
* 2nd public mtg to brainstorm site uses	All	July 15th
* Commission recommendation: Playground	All	July 15th
* Commission made recommendation to Council	All	August 19th
* Council approved playground - asked for lower cost option		Sept 22nd
* Develop lower cost option for Comm consideration	Staff	by Oct 21st
* Met w/ residents & vendor on lay-out and design	Committee/Staff	Dec 16th
* Review design lay-out and cost proposal	All	Jan 20th
* Commission recommendation to Council revised playground design and funds for basketball courts paving	All	???
New playground installed		Mar-10
Paving at basketball courts to be completed in summer		Jun-10
PG&E to repave basketball courts (needed to perform core drilling)		Oct-10
Nigel to ask neighbors their interest in landscaping		Nov-10

Crestmoor Site	Commissioners: PIERCE, Davis, Palmer, Zamattia	
	Goal: Stay informed/involved with ongoing discussion of Crestmoor site with SMUHSD	
	Status: Prepare to develop plans for the future of site based on community needs & changes	
* Review 7-11 Report to SMUHSD	ALL	10/20/2010
* Identify any actions taken by school board as result of 7-11 report	ALL	11/2/2010
* Meet with Scott and Liz to better understand their goals	PIERCE	
* Monitor impact of Measure O	ALL	
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Dog Park Issue	Commissioners: MARSHALL, Greenberg, Pierce - - Staff:	
	Goal #1: Recommend improvements to Commodore Dog Park	
	Goal #2: Consider, evaluate and recommend additional site(s)	
	Status: Committee & Staff to meet and discuss options	
* Committee held public meeting with dog park users		March 26th
* Commission heard from public at April meeting	Stephan	April 15th
* Commission to consider various sites at May meeting	Laura/Stephan	May 20th
* Commissioners to visit and evaluate sites	All	Prior to June 8th
* Committee to re-examine direction/options	Stephan/Greg	June 2009
* Committee to meet with dog users	Stephan/Greg	July 9th
* Committee recommendation to Commission	Stephan/Greg	July 15th
* Staff investigation of costs/funding/impacts	Staff	August 12th
* Commission discuss pros/cons of each site	Staff	August 19th
* Commission made a recommendation to Council	Stephan/Greg	September 22nd
* Public hearing with neighbors of all considered parks	All	December 2nd
* Commission to discuss feedback/sites/direction	All	March
* Staff is preparing brochure of other local dog parks		April
* Commission approved lighting options for potential donors		April
* Brochure of other dog parks is on-line and on public counters		August
* Letter drafted to remind group they can donate for improved lighting		November 9th
* Letter sent to group members; flyer posted and distributed		December 6th

San Bruno Parks & Recreation Commission

Project Status Report - - December 2010

Donor Recognition	Commissioners: GREENBERG, Pierce, Davis - - Staff: Schwartz & Alita		
	Goal: Assist with judging of art and make recommendation to Council		
	Status: Recommendation from both Commissions to Council Nov 23, 2010		
* Policy complete			
* Staff to work w/ Culture/Arts Comm on a call for artists			Complete
* P&Rec / Cult&Arts Committee judged proposals			Dec 1st
* Judged models submitted from finalists			Mar-10
* Committee shared 3 models with each commission			Mar-10
* Both commissions rejected and requested more information			Mar-10
* Committee meet on site and proposed joint commission meeting with artist			6-May-10
* Commissions' site recommendation to Council			May-10
* Committee met with Artists - excellent feedback provided - agreed on one model			
* Committee met with artists at site to view size of sculpture, discuss color, etc.			Aug-10
* Cultural & Arts Commission to finalize details			
* Need C&A Commission update			Oct-10
* Commissions' site recommendation to Council			Nov-10
* Council approved recommendation by Commissions and authorized artist agreement			Nov-10
* Statue to be installed by Fall 2011			
Lions Field Committee	Commissioners: PIERCE, Davis, Greenberg, Lara - - Staff: Freitas & Brewer		
	Goal #1: Determine if more athletic field space is necessary - COMPLETED		
	Goal #2: Consider, evaluate and recommend athletic field improvements - COMPLETED		
	Goal #3 To be kept updated on process and progress so that we can learn from it and apply to future projects		
	Status: Project approved by City Council and in design phase with Public Services		
* Committee mtg scheduled for April 13th (Site inspections, options, process, etc)		Greg	April 13th
* Committee report to Commission April 15th		Greg	April 15th
* Waiting on assessment from City staff on Crestmoor Elem, John Muir, Monte Verde, Lions, Rollingwood			
* Commission to discuss next steps for Committee		Greg	April 15th
* Review report - weigh options			May 20th
* Commissioners to visit and evaluate sites		All	Prior to June 8th
* Site visits, evaluations to staff		All	Prior to July 15th
* Commission prioritized projects and asked staff to develop		All	July 15th
* Discussed options for Lions Field improvements		Staff	August 19th
* Council approved concept - asked for more details			Sept 22nd
* Committee met with staff		Committee/Staff	Nov 16th
* Staff report, user group feedback - Recommended to Council		All	Jan 20th
* Presented update and details of project to Council		APPROVED Committee/Staff	March 9th
* Deadline for request for bids		Staff	09/23/10
* Interviews for 3 finalists week		Staff	10/18/10
* Negotiate with top firm week of		Staff	10/25/10
* Verde Design presentation to Council for approval		Staff	11/23/10
* Council authorized agreement with Verde Design		Staff	11/23/10
* Verde Design to attend Field Users Meeting on 1/10/11		Staff	01/10/11
* Verde report due to the City Council			April 2011